

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ENVIRONMENT & REGULATORY SERVICES BUREAU DIRECTOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to two Bureau Director positions, located at the Department of Commerce, which manage the Bureau of Petroleum Product and Tanks or the Bureau of Petroleum Environmental Clean-up Fund Administration (PECFA). Positions allocated to this classification must perform management and supervisory work and meet the definitions of s. 111.81(13) and (19), Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to these positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The Bureau Director positions in the Division of Environmental and Regulatory Services are responsible for administrative and managerial work in the Bureaus of Petroleum Environmental Clean-Up Fund Administration and Petroleum Products and Tanks.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of supervisor and management as defined in s. 111.81(13) and (19), Wis. Stats.
2. Positions which are not Bureau Directors and located in the Division of Environmental and Regulatory Services.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter the positions in this classification by competitive examination.

**II. DEFINITIONS**

**ENVIRONMENT & REGULATORY SERVICES BUREAU DIRECTOR**

This is responsible administrative and managerial work in the Division of Environmental and Regulatory Services. The two positions in this classification are responsible for program and policy development or are responsible for the implementation of program policies. The programs involve engineering, environmental protection, technical and financial functions for the Environmental and Regulatory Services Division's regulation of petroleum products, hazardous materials, aboveground and underground storage tank systems, site remediation and clean-up and funding of approved costs related to site remediation and clean-up. In addition, these two positions are responsible for providing leadership and direction for their respective Bureaus, managing their Bureau budgets and finances, implementing legislative mandates, and directing technical consultation. Positions allocated to this class serve as either the:

- (1) Director of the Bureau of Petroleum Environmental Clean-Up Fund Administration (PECFA), which is responsible for the remediation and clean-up of sites contaminated by petroleum product or hazardous materials and review and approval of funding requests of approved costs related to the site remediation and clean-up; or
- (2) Director of the Bureau of Petroleum Products and Tanks, which is responsible for the sampling and testing of petroleum products and for the review of plans and inspection of aboveground and underground storage tank systems and oversight of certified third party inspection agencies (Local Program Operators) making inspections of aboveground and underground storage tank systems.

All positions allocated to this classification must also function as a "true" employee supervisor with responsibility for effectively recommending the hiring, transfer, suspension, layoff recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of at least two (2) FTE permanently assigned subordinates.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective October 7, 2001 and announced in Bulletin CC/SC-134 to describe positions which are Bureau Directors in the Division of Environmental and Regulatory Services. These positions were created as a result of a reorganization.